



**Cranbrook Education
Campus**



Recruitment Pack

Primary Headteacher
Cranbrook Educational Campus

Ted
Wragg | **Trust**



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Campus**



Recruitment Pack

Job Title: Primary Headteacher

Location: Cranbrook Education Campus

Salary Grade: Leadership Scale 11 - 17

Closing Date: Thursday 4th February 2021

Required From: Wednesday 1st September 2021

**Join our team of exceptional colleagues who
believe in an ambitious learning culture**

- Join 1,000+ Trust colleagues across Devon
- Dedicated coaching and leadership development opportunities
- Support for leaders through our committed central services team
- Devon is the ultimate destination with sandy beaches, and Moorland National Parks

**Ted
Wragg** Trust



Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust I would like to thank you for your interest in the role of Primary Headteacher at Cranbrook Education Campus.

Cranbrook Education Campus joined our Trust in September 2015 and works closely with other schools in our Trust to serve the community of Cranbrook. This is a hugely exciting time for our Trust and we are looking to appoint a dynamic, inspirational and experienced leader to play a key role in delivering outstanding outcomes for our pupils.

The successful candidate must be a motivated practitioner who can lead by example and inspire others whilst providing challenge and rigour. In return we can offer a highly competitive salary and wide ranging career development opportunities.

You will:

- Be an outstanding leader with proven track record of school improvement
- Have excellent and proven leadership expertise
- Have expert knowledge of a primary setting

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children no matter what their starting point or their background. Our academies are driven by an absolute determination to improve life chances for every child and they are identified by values driven inspirational leadership and rich and inclusive learning experiences. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

The successful candidate will join our fantastic team of school leaders, who work closely together to seek the best outcomes for all our students.

We look forward to receiving your application.



Cranbrook Education Campus

The Cranbrook Education Campus is an all through school which consists of:
Day Nursery (ages 2-4) (term time only)
Primary School (reception to year 6)
Secondary school (year 6 – year 11)

Grow, Thrive and Achieve Together

Cranbrook Education Campus is part of the Ted Wragg Trust, a values-driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, the Trust is passionate about driving up standards and raising the aspirations of all our pupils.

Cranbrook Education Campus transforms lives through opportunity, education and personal development; pupils value their education, take ownership of it and show pride, self-worth and self-efficacy to ensure all future doors are open to them.

A proud, motivated and committed team contribute to the academic success and development of aspiring, well rounded, lifelong learners. Innovative teaching facilitates effective learning and leads pupils to achieve outstanding outcomes.

Pupils, staff and the school grow and thrive together as a school set at the heart of the new town, Cranbrook. The Education Campus was founded in 2015 and is located in the East of Devon just 6 miles to the centre of Exeter.



Opportunity

We want our pupils, to have every opportunity by having the highest aspirations to support them in achieving outstanding outcomes to enable them to move on to the next phase of their learning. We do this by providing a broad range of education; by being unapologetically academic in its teaching but by also fostering a love of reading and encouraging pupils to become part of their wider school community. Many of our pupils contribute to music, drama or sporting activities or performances and we also encourage kindness, respect for others, resilience and teamwork. All skills that will enable them to succeed in their studies, our community and the wider world.

Learning

We have the highest of expectations; learning is at the core of what we do – we want our pupils to have the same expectations for themselves and others within their school community. Therefore, we provide pupils with the opportunity to grow and thrive with excellent teaching and research-led practice from our teaching professionals. Our focus at the Campus is to support our committed team of professional teachers and support staff to receive the most cutting-edge training to ensure outcomes are the highest they can be and to allow for continuous development. Incremental Coaching has enabled personalised support and CPD to be provided for teachers at all levels.

Community

Our school serves its community by supporting our families and providing a place of learning for all – with a hub to support both the children and families in our town. Our school community of parents, pupils and professionals work together to provide the support required to ensure pupils succeed academically: a supportive, positive and committed community who encourage pupils in doing and achieving their very best at all times. We want pupils to enjoy their time at the Campus so they can grow into happy, well-rounded and successful pupils who are ultimately proud of their academic achievements.

Website: <https://www.cranbrookeducationcampus.org.uk>



Ted Wragg Trust

The key aspect that makes this Trust exceptional is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

Our Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

Our ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Ted Wragg Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement
- Provide a common sense of purpose with a focus on outstanding teaching and learning
- Offer an excellent educational experience so that every student fulfils their potential
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed

We have grown to 11 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

Our trustees are from the University of Exeter and Exeter College as well as from local businesses.

Website: <http://www.tedwraggtrust.co.uk>



Working at the Ted Wragg Trust

“ Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team and become the Primary Headteacher at Cranbrook Education Campus.

Siobhan Meredith – Headteacher



Our leaders have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities. We offer an inspirational and unique education progression route for students as a result of our partnerships.

In the Trust our leadership team work collaboratively to share ideas and expertise. We pride ourselves in a shared approach to school improvement. This has been particularly supportive in these challenging times.

Our leaders benefit from dedicated centralised professional services, including Finance, HR, IT, Estates and Marketing and Communication, a dedicated Coach and Professional Support Network from NLE, LPs and Curriculum Directors.

As part of our Trust you will also benefit from:

- Continued recognition of national terms and conditions
- Competitive salary
- Recognition of previous continuous service under the Redundancy Modification Order
- Teachers' Pension Scheme
- Time off for Training and Development
- Family Friendly and Compassionate Leave Arrangements
- Dedicated Coaching Programmes
- Professional and personalised training and development



Job Description

Job Title:	Primary Headteacher
Location:	Cranbrook Education Campus
Salary Grade:	Leadership Scale 11 – 17
Required From:	Wednesday 1st September 2021

Key Purpose of Job:

- Leading teaching and learning by embedding creative, responsive and effective approaches to teaching and learning
- Enable effective curriculum delivery through appropriate sharing of teaching expertise and working in collaboration with others across the
- Managing the organisation by ensuring that the school is compliant in terms of statutory and legal obligations, such as educational requirements, safeguarding, health and safety by ensuring policies, systems and processes are integrated, consistent and working effectively
- Ensuring continuous improvement with a consistent focus on pupil achievement by setting high expectations and stretching targets, using aspirational data and benchmarking to monitor progress
- Securing accountability by monitoring, evaluating and reviewing school practice and promoting improvement strategies across the whole federation
- Strengthening community through effective communication, responding to local needs, promoting the federation and engaging with all key stakeholders
- Work within the all through school to articulate and promote an educational vision and values for the Primary Phase, which takes into account the Campus' diversity and the community we serve

Anticipated Outcomes of Post:

- Provide aspirational leadership which establishes a clear ethos, develops outstanding learning, achievement and success for all its pupils, and secures the improvement of the school and its professionals in accordance with the school development plan
- Communicate efficiently the school's vision and drive the strategic leadership, empowering all pupils and staff to excel
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the Campus
- Model positive relationships and attitudes towards our pupils, and engage parents, governors and members of the local community in the constant improvement of all that we do
- Ensure that the education and interests of our pupils are at the centre of everything we do
- Work with professional services within the Trust and follow the Ted Wragg Trust systems and processes within the school including: communication, business processes, information governance, human resources, behaviour, safeguarding and SEND, Health and Safety and Fire Management, ensuring these are complaint, consistent and embedded

Anticipated Outcomes of Post Continued:

- Ensure compliance in terms of all statutory and legal duties
 - Manage all staff, ensuring they are working consistently and effectively across the Primary. With the support of the Director of Finance lead on strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupil outcomes and the sustainability of the Primary
 - Develop a transparent and positive relationship with all stakeholders
 - Undertake all duties as required, commensurate with the level of the job and in accordance with the School Teachers' Pay and Conditions Document and the Headteachers Standards 2020
 - All staff should act with professional integrity at all times, following our Code of Conduct.
 - All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the General Data Protection Regulations. This includes maintaining security of data.
 - The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people
 - All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures
 - Take on the role of Designated Safeguarding Lead (DSL) for the Primary
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Other Duties:

- Participate in induction training, staff review processes and professional development opportunities
- Commit to Equal Opportunities and Anti-Discriminatory Practice
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the Schools they are working at

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Director of Primary.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



Person Specification

QUALIFICATIONS AND TRAINING	Essential	Desirable
Qualified Teacher Status	✓	
Ofsted Inspector trained		✓
Degree	✓	
Holder of NPQH		✓
SLE/LLE/NLE accreditation		✓

Professional Expectations:

- The ability to develop a clear vision for the school based on educational values
- Track record of rapid school improvement in your current post
- Leadership experience in a school judged to be at least 'good' in its last Ofsted inspection and evidence of input into that outcome
- Commitment to partnership working
- An absolute commitment to raising achievement through leading outstanding teaching and learning
- An excellent understanding of educational issues both nationally and locally
- The proven ability to make bold decisions aimed at raising standards
- The ability to understand and accurately interpret performance data and set high expectations and challenging targets
- The ability to ensure a continuous and consistent focus on student's achievement using aspirational data and benchmarking to monitor progress
- The ability to monitor, evaluate and review school practice and promote whole school improvement strategies
- A genuine interest in developing all young people as individuals and inspiring them to aim high and exceed their expectations

Leadership and Management Abilities:

- A proven ability to motivate and enthuse staff
- A track record of successfully managing significant educational responsibilities
- The ability to delegate appropriately
- A proven ability to rigorously hold staff to account for their actions
- The construction of a precise, well defined, evidence based self-evaluation report
- The ability to identify those factors that act as barriers to learning and devise strategies to overcome them
- Confidence and expertise in handling, analysing and presenting complex data to a variety of audiences
- Experience of teaching across the Key Stages within the Primary Phase
- Experience of leading a core subject/whole school working
- A sound understanding of financial planning and management
- A thorough understanding of the role of governing bodies/trustees and how to work with them and support them in carrying out their statutory duties
- Presentation of concise and effective reports to governing bodies/trustees accurately portraying school performance
- Ability and desire to work with partner organisations, other schools within the Ted Wragg Trust and the wider community to enrich the educational opportunities and improve outcomes for all students

Personal Qualities:

- Ability to relate to, and enthusiastically interact with students and inspire them to aim high and exceed their expectations
- Genuine passion for learning and an understanding of students as individual learners and how to meet their needs
- Excellent inter-personal skills that enables strong and fruitful relationships to be established with all key stakeholders
- Ability to share all data related to school performance in an open, transparent and clear manner
- Ability to identify talent, in both staff and students, and develop it to the fullest
- Supreme optimism and resilience, with a well-developed sense of humour
- Excellent oral and written communication skills that can be adapted to suit a variety of audiences
- The ability to build constructive and productive relationships with other schools, other educational establishments and the business community
- Demonstrates excellent interpersonal and communication skills, excellent listener as well as talker
- A commitment to the care and welfare of young people
- A commitment to support the aims and ethos of the Trust

How to Apply



If you would like further information, a confidential conversation with Siobhan Meredith or to arrange a school visit please contact Helen Scott, Executive PA to Moira Marder, Chief Executive Officer.

Email: Helen.Scott@tedwraggtrust.co.uk

Phone: 01404 821977 *273

All applications are to be sent to Helen.Scott@tedwraggtrust.co.uk no later than midday on Thursday 4th February.

Application Requirements:

Candidates are asked to complete all standard information requested on the application form including a supporting statement confirming your suitability for the role.

Please be advised that references will be taken up shortly after shortlisting and we request that your referees are advised of the need to respond within the times scales set.

Interview Process:

The interviews will take place over two days on the 10th and 11th February. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process.

Candidates selected for the final stage will be expected to attend in person on 11th February.

We would be pleased to undertake an informal meeting and encourage you to contact us though Helen Scott for further details.

Live the Life



Devon – simply a fantastic place to live.

Our diverse county is the ultimate destination to live and work. With two thriving cities, Exeter and Plymouth, full of history, culture and wonderful places to eat and and enjoy the arts. The beautiful and varied coastlines of the Jurassic Coast in the east, the Area of Outstanding Natural Beauty in the North and the English Riviera with its palm trees in the south. Along with two National Parks, waterways and countryside Devon has something for everyone, whether it is music, history, food or for the more energetic, walking, cycling, climbing or surfing on some of the UK's best waves, our county has it all.



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Thank you for your interest!

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